



Meeting Summary

Project Management Methodology Group Meeting Minutes

DAY: 12/04/2006
TIME: 9:00 am – 10:00 am
LOCATION: 3900 Wake Forest Road – 39A

Meeting Called By:	Alisa Cutler	
Meeting Purpose:	Discuss proposed documents	
Attendees: ✓ attended in person ☎ attended by phone	✓ EPMO - Alisa Cutler ITS - Glen Poplawski DPI - Annette Murphy SOS - Jim McManus ✓ ITS - Tim Walters	DOR - Barbara Bostian DOR - Janet Flanders ✓ DHHS - Charles Fraley DOT - Vicky Kumar
Meeting Documents:	NA	
Attachments:	Initial Draft of the training materials.	

Key Points Discussed

1	Outline for class materials <ul style="list-style-type: none"> ◆ PMMG Mission - Alisa ◆ Overview - Alisa ◆ PMMG Objective - Alisa ◆ Approach - TBD ◆ Template - TBD ◆ Map to PPMT - Glen ◆ Calculations - Alisa ◆ Links to supporting documents - Alisa ◆ Lessons Learned from Pilot - Tim ◆ PDU Info - Alisa
2	Training Materials <ul style="list-style-type: none"> ◆ Make sure the PPT has enough content that it can be a stand alone document for project managers that cannot attend the class. ◆ Make sure the presentation is clear and crisp for all levels of PM's to follow and understand. ◆ Gather lessons learned from the pilot pm's and comprise into a slide. ◆ Work on the overview slide and why this training is needed. ◆ A draft of the presentation has been started. Please review and provide feedback and suggestions on the slides.
3	Pilot <ul style="list-style-type: none"> ◆ So far we have had positive comments on the resource & cost worksheets. ◆ It was suggested we add subtotals. The change will be made and sent to the pilot groups.
4	Requirements Gathering Class <ul style="list-style-type: none"> ◆ The class starts on 12/5 at ITS. ◆ Alisa reviewed the templates and provided John with feedback.
5	Rate structure update <ul style="list-style-type: none"> ◆ EPMO has a meeting with OSBM on 12/11/06 to discuss.
6	Outages <ul style="list-style-type: none"> ◆ Barbara will not be able to participate for a while due to work load.

	♦ Tim is offsite the rest of the week.
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Issues

1	Need participation from the agencies.
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Action Items

1	Alisa - working with OSBM to get a blended rate for all positions.
2	Alisa – working on power point presentation.
3	Team - working on materials for the class. Need a volunteer for the TBD's.
4	Alisa – see when requirements gathering templates will be available for agency use.
5	Alisa – get Tim a list of the PM's that are piloting the template.
6	Team – review the presentation and provide feedback.